



EMBASSY OF THE
UNITED STATES OF AMERICA
FOREIGN BROADCAST INFORMATION SERVICE
ABIDJAN BUREAU

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MAB-6042
1 September 1987

MEMORANDUM FOR: Chief, Operations Group

FROM: Chief, Abidjan Bureau

SUBJECT: Annual T/O Review - Abidjan Bureau

I. NONSTAFF TABLE OF ORGANIZATION

	<u>PRESENT T/O</u>	<u>PROPOSED T/O</u>
<u>POSITION TITLE</u>	<u>NUMBER</u>	<u>NUMBER</u>
Chief Monitor	1	1
Shift Supervisor	2	2
Senior Monitor	5	5
Monitor	3	3
Chief Commo Operator	1	1
Senior Commo Operator	2	2
Commo Operator	2	2
Electronics Technician	1	1
Administrative Clerk	<u>0</u>	<u>1</u>
	17	18

II. REMARKS

The bureau T/O has remained at 17 plus one part-time French/English monitor/translator who, in addition to regular monitorial duties, provides translations and transcriptions for the Ivorian Government and the U.S. Embassy in Ndjamena. All positions are currently filled. No retirements, resignations, or dismissals are anticipated in the near future.

III. CHANGES SINCE AUGUST 1986

A. The vacancy created by the retirement of chief monitor [] in December 1986 has been filled by former shift supervisor, [] effective 1 September 1987. [] the bureau's strongest monitor, has been acting chief monitor since [] retirement. [] has been in grade as an FBN-11 only since May 1986 and will be considered for a future promotion to FBN-12.

B. Two primary candidates were considered for elevation to the shift supervisor position vacated by [] -senior monitors []

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and [] was selected and took over the position, without promotion, on 1 September. [] who has held the other shift supervisor position since 1985, was promoted in February 1987 to FBN-11, the grade of the position.

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C. Three new employees EOD'd during the year. Full-time monitor [] filled a vacancy resulting from the [] retirement; [] was hired as part-time monitor/translator to replace [] who resigned; and [] came on board as commo operator replacing [] who also resigned.

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IV. RECOMMENDATIONS FOR INCREASE/DECREASE IN T/O

A. I recommend that a full-time local administrative clerk position be created thereby increasing the bureau non-staff T/O by one.

B. The bureau's routine administrative and clerical work is now performed primarily by a part-time contract American financial/administrative assistant who works 30-35 hours per week. Organization spouses have usually been sought to fill the contract position because of the relative ease of clearing them for employment. The trade-off in this has been that a new assistant must be hired and trained every 2-3 years, with the concomitant loss of continuity. Further, the contract assistant usually leaves post for a 4-6 week R&R or homeleave period with her spouse, frequently during the summer R&R crunch when other bureau staffers are on R&R travel. This leaves the bureau chief and/or deputy with most routine administrative and clerical duties while at the same time pitching in or performing several weekly shifts on the editorial desk. Often the bureau engineer is asked to courier classified traffic to and from the Embassy daily.

C. A local admin clerk would be able to relieve the normal clerical burden presently borne by monitors, teletypists, and staff personnel. For example, the chief monitor prepares the non-staff personnel report and the chief commo officer doubles as FBN timekeeper and supply clerk. A local clerk could also assist the contract financial/admin assistant, and step in on unclassified clerical duties when the contract assistant is absent. A local clerk could serve as a point of continuity between the bureau and Embassy personnel and finance components during transition periods.

D. Among the duties that a local clerk could perform are: keeping time and attendance, resolving pay and leave problems; serving as supply clerk; typing and filing of unclassified correspondence; preparing non-staff personnel reports; distributing mail and pay; assisting the contract financial assistance in maintaining financial ledger, checking and filing of vouchers, and following up on voucher errors. Depending on the grade assigned and the qualifications of the incumbent, the clerk could possibly serve as systems administrator for the bureau's automated systems.

E. Having made a pitch for a new position, I am not altogether optimistic about the prospects of mission approval for one additional non-staff slot in light of Embassy efforts to reduce staffing. I have not yet approached the

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Embassy officers involved, either formally or informally, on the subject. I do feel, however, that currently the chance of getting approval for non-staff slots is considerably better than for staff slots. The present Ambassador is favorably impressed with the bureau's services to the Embassy, the GOIC, and around the region and would be inclined to give the proposal due consideration.



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cc: C/Admin
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